



EMPLOYEE SELF SERVICE USER GUIDE

MY COMPENSATION

The **My Compensation Page** located under **My Info Tab** allows you to **access** your personal data recorded in the Payroll System. This information includes:

1. Jobs
2. Issued Checks/Advices
3. View W-2 Tax Forms
4. Pay Summary
5. Deduction Summary

1. Jobs

Click on My Info then select **My Compensation**. The Jobs Page will automatically open and list your employment history within Fulton County.

AMS Advantage ESS

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My Information **My Compensation**

Jobs Pay Summary Deduction Summary Issued Checks/Advices View Tax Forms (ex. W-2)

My Desktop

My Info

Jobs

Appt ID Title Sub-Title Emp Status Home Dept Home Unit Location From To

Click on My Info then select My Compensation. The Jobs Page automatically load and display current and previous employment information within Fulton County.

First Prev Next Last

2. Issued Checks/Advices – Viewing Saving and Printing Check Stubs

- I. Click on **My Info Tab**
- II. Click on **My Compensation Tab** then select **Issued Checks/Advices**

AMS ADVANTAGE ESS - Windows Internet Explorer

AMS Advantage ESS

Home Contact FAQ Help Accessibility PrintPage Logout

My Information **My Compensation**

Jobs Pay Summary Deduction Summary **Issued Checks/Advices** View Tax Forms (ex. W-2)

Sections: Disposition Information Payment Summary Information

Issued Checks/Advices

Appointment ID Title Check Date Check Number Net Pay Amount Type of Check Description Disposition Disposition Date

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Description	Disposition	Disposition Date
✓ ADMIN ASST III	ADMIN ASST III	05/03/2013	1003.61	Regular	E4	Payroll-Control Disb	Cleared Payment	04/27/2013
ADMIN ASST III	ADMIN ASST III	04/19/2013	1003.61	Regular	E4	Payroll-Control Disb	Cleared Payment	04/13/2013
ADMIN ASST III	ADMIN ASST III	04/05/2013	1003.59	Regular	E4	Payroll-Control Disb	Cleared Payment	04/03/2013
ADMIN ASST III	ADMIN ASST III	03/22/2013	1002.85	Regular	E4	Payroll-Control Disb	Cleared Payment	03/17/2013
ADMIN ASST III	ADMIN ASST III	03/08/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	03/02/2013
ADMIN ASST III	ADMIN ASST III	02/22/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	02/16/2013
ADMIN ASST III	ADMIN ASST III	02/08/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	02/02/2013
ADMIN ASST III	ADMIN ASST III	01/25/2013	1002.85	Regular	E4	Payroll-Control Disb	Cleared Payment	01/19/2013
ADMIN ASST III	ADMIN ASST III	01/11/2013	1002.84	Regular	E4	Payroll-Control Disb	Cleared Payment	01/05/2013
ADMIN ASST III	ADMIN ASST III	12/28/2012	1028.86	Regular	E4	Payroll-Control Disb	Cleared Payment	12/22/2012

First Prev Next Last

Attachments

Disposition: Cleared Payment means direct deposit and Outstanding Payment means paper check.

Under My Compensation Tab, Select Issued Checks/Advices

Use the Navigation Buttons to move to the next page

Click on Attachments

- III. Select the **Check Date** from Grid and Click on **Attachments**

IV. Click **Download**

MYCOMP - Issued Checks / Advices Attachments

File Name	Type	Date	User ID
✓ 138736000_5483643.PDF	Standard	4/28/13	jmcrae

First Prev Next Last

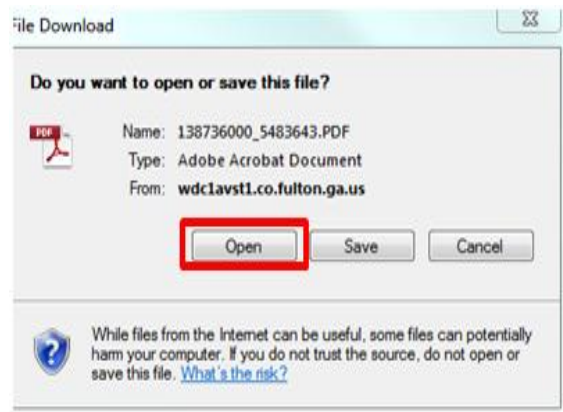
Download

File Name : 138736000_5483643.PDF Description :
 Type : 1
 Date :
 User ID :

[Return to MYCOMP - Issued Checks / Advices](#)
[View Attachment History](#)

Click on Download to download the attachment for the selected check date.

V. Click **Open** to view your paycheck stub.



VI. **Paycheck Stub** will Display in PDF format.

FULTON CO BD OF COMMISSIONERS

Pay Location:
Employee Department:210
Employee Unit:
Pay Period End Date:04-23-2013
Check Date:05-03-2013
Check Number:
Control Number:

Total Gross Amt: \$1,306.46
YTD Gross Amt: \$11,758.14
Deductions Amt: \$302.85
Net Pay Amt: \$1,003.61

Federal Exemptions: 07
Tax Status Claimed: M
State Exemptions: 01
State Tax Status Claimed: S

EARNINGS			
Description	Pay Rate	Input Amount	Pay Amount
SICK LEAVE	23968	21:20	\$514.42
VACATION LV	23968	17:15	\$281.75
REGULAR PAY	23968	31:15	\$510.23

DEDUCTIONS		
Description	Deduction Amount	YTD Deduction Amount
STATE TAX	\$24.02	\$492.02
FICA TAX	\$88.94	\$726.35
HEALTH CARE TAX	\$18.08	\$169.87
ACA DC PLAN	\$18.39	\$108.71
D COMP ICMA	\$65.32	\$287.88
LIFF TRD BAS	\$0.76	\$10.36
LIFF DRP	\$0.54	\$6.45
VISION INS	\$3.58	\$36.42

LEAVE			
Description	CURR ACCE	CURR USAGE	CURR BAL
CURR LEAVE	00:00	00:00	00:00
REGUL LV	00:00	00:00	00:00
REG LEAVE	00:00	00:00	00:00
SICK LEAVE	21:20	21:20	21:20
VAC LV	4:27	17:15	29:24

PRIME BENEFITS		
Description	Amount	YTD Amount
ACA EMPLOY	\$124.52	\$242.48
ACA EMPLOY	\$24.52	\$24.52
LIFF DRP MAT	\$1.51	\$14.42
FICA MATCH	\$18.39	\$108.71
LIFF MATCH	\$2.27	\$27.37
HEALTH MATCH	\$18.08	\$169.87
RET SLF IN M	\$150.27	\$1,353.33
VISION MATCH	\$4.66	\$41.94

Issued Checks/Advices Continued- Viewing Pay, Deduction and Fringe Details

To view your pay check information, click on **Issued Checks/Advices**, under **My Compensation Tab**. The grid will display the Issued Checks and Advice by pay date. The information below grid displays the details of the selected record and lists the pay, deduction and fringe details.

Under My Compensation Tab, Select Issued Checks/Advices

Disposition:
Cleared Payment mean direct deposit and
Outstanding Payment mean paper check.

The grid will display the checks by date.

Use the Navigation Buttons to move to the next page

The information below the grid displays the details of the selected record.

Disposition Information

Appointment ID: ADMIN ASST III
 Check Date: 05/03/2013
 Bank Account: 1003.61
 Bank Name: Regular
 Check Number: 1003.61

Type of Check: Regular
 Combined Check: 0.0000
 Disposition: Cleared Payment
 Disposition Date: 04/27/2013

Payment Summary Information

Payroll Number: Title : ADMIN ASST III
 Gross Pay Amount : 1306.46
 Total Deductions Amount : 302.85
 Net Pay Amount : 1003.61
 FICA Wage : 1302.30
 Fringe Benefits : 389.28

Pay Details

Appointment ID	Pay Category	Pay Event Type	Event Date	Input Amount	Dollar Amount	Document Code	Document Department
✓	REGLR	REGLR	04/23/2013	-17:15	-281.71	TADJ	210
	REGLR	REGLR	04/10/2013	80:00	1306.46		
	PSICK	PSICK	04/23/2013	31:30	514.42	TADJ	210
	REGLR	REGLR	04/23/2013	-31:30	-514.42	TADJ	210
	PVACT	PVACT	04/23/2013	17:15	281.71	TADJ	210

Pay Details display the Pay Category and Input Amount used to calculate your hours worked or dollar amount to be paid.

Deduction Details

Appointment ID	Ded Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Document Code	Document Department
✓	LIFB	LIFE INS BAS	LIFE BASIC	05/03/2013	0.78		
	VISION	VISION INS	VISION INS	05/03/2013	3.38		
	WIDENT	WAIVE DENT	WAIVE DENTAL	05/03/2013	0.00		
	WHLTH	WAIVE HLTH	WAIVE HLTH	05/03/2013	0.00		
	FICAE	FICA TAX	FICA TAX	05/03/2013	80.74		
	MEDIC	MEDICARE TAX	MEDICARE TAX	05/03/2013	18.88		
	DCOM1	D COMP ICMA	D COMP ICMA	05/03/2013	65.32		
	401A	401A DC PLAN	401A DC PLAN	05/03/2013	78.39		
	FEDTX	FEDERAL TAX	FEDERAL TAX	05/03/2013	0.00		
	STTAX	STATE TAX	STATE TAX	05/03/2013	54.82		

Deduction Details display the Deduction Category and Deduction Type and Plan that are deducted from your gross pay.

Navigation buttons will appear if more information is on the next page

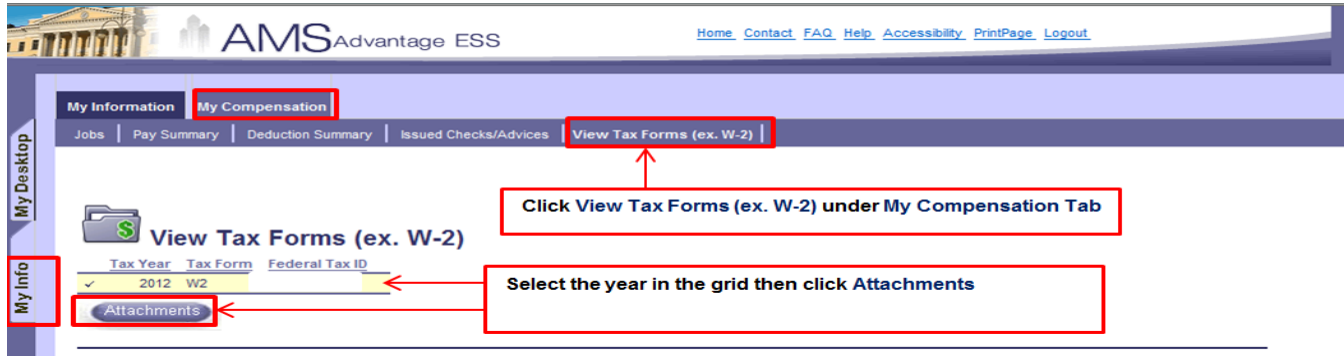
Fringe Details

Appointment ID	Fringe Category	Deduction Type	Deduction Plan	Event Date	Dollar Amount	Document Code	Document Department
✓	LIF M	LIFE MATCH	LIFE MATCH	04/23/2013	2.37		
	VIS M	VISION MATCH	VISION INS	04/23/2013	4.66		
	FIC M	FICA TAX	FICA MATCH	04/23/2013	80.74		
	MED M	MEDICA MATCH	MEDICA MATCH	04/23/2013	18.88		
	457M2	457 PLAN MAT	401A EMPLYR 4+%	04/23/2013	26.13		
	401 M	401A EMPLYR	401A EMPLYR	04/23/2013	104.52		
	RHI M	RET HLT IN M	RET HLT IN M	04/23/2013	150.37		
	DEP M	LIFE DEP MAT	LIFE DEP MAT	04/23/2013	1.61		

Fringe Details display the Fringe Categories that Fulton County contributes to your Benefits.
PLEASE NOTE:
FRINGE DETAILS DOES NOT APPEAR ON YOUR PAY STUB

3. Viewing Your W-2 Form

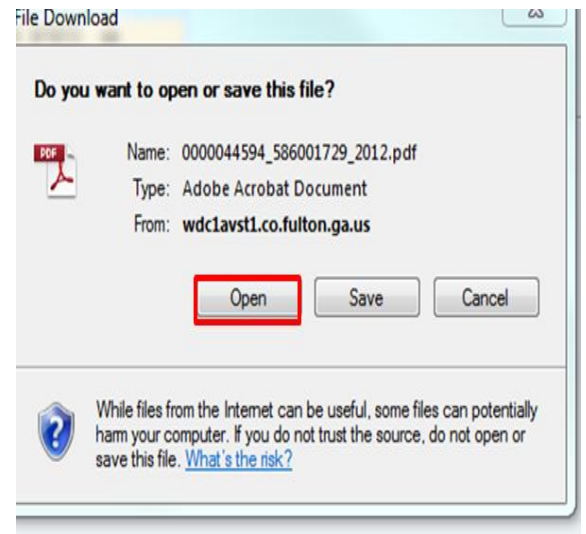
- I. Click on **My Info Tab**
- II. Click on **My Compensation Tab** then select **View Tax Forms (ex. W-2)**
- III. Select the **Tax Year** from Grid and Click on **Attachments**



- IV. Click **Download**



- V. Click **Open** to View your **W-2 Form**



VI. W-2 Form will Display in PDF Format

a Employee's social security number		OMB No. 1545-0008											
b Employer identification number (EIN)		1 Wages, tips, other compensation				2 Federal income tax withheld							
c Employer's name, address, and ZIP code		3 Social security wages				4 Social security tax withheld							
FULTON COUNTY 141 PRYOR STREET ATLANTA GA 30303		5 Medicare wages and tips				6 Medicare tax withheld							
d Control number		7 Social security tips				8 Allocated tips							
e Employee's first name and initial		9				10 Dependent care benefits							
Last name		11 Nonqualified plans				12a See instructions for box 12							
f Employee's ac		12b				12c							
15 State		Employer's state ID number		16 State wages, tips, etc.		17 State income tax		18 Local wages, tips, etc.		19 Local income tax		20 Locality name	
GA				18091.16		227.91		0.00		0.00			
				0.00		0.00		0.00		0.00			

Form **W-2** Wage and Tax Statement
Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

2012

Department of the Treasury—Internal Revenue Service
Safe, accurate FAST! Use **e-file**

4. Pay Summary

Select **Pay Summary** under **My Compensation Tab** to view annual and quarterly totals by Pay Category.

The screenshot shows the 'My Compensation' tab selected in the top navigation bar. Below it, the 'Pay Summary' sub-tab is active. A table header is visible with columns: Year, Tax Entity ID, Pay Type, Fringe Pay Type, Pay Category, Annual Amount, First Quarter Amount, Second Quarter Amount, Third Quarter Amount, and Fourth Quarter Amount. Navigation buttons (First, Prev, Next, Last) are located below the table. A search box is positioned to the left of the table. At the bottom of the page, a summary box displays the following totals:

Total Annual Amount	: 28,701.39
Total Quarter 1 Amount	: 19,269.27
Total Quarter 2 Amount	: 9,432.12
Total Quarter 3 Amount	: 0.00
Total Quarter 4 Amount	: 0.00

Annotations include: 'Under My Compensation Tab, Select Pay Summary.' pointing to the sub-tab; 'The Pay Summary Displays Annual and Quarterly Totals by Pay Category.' pointing to the table header; 'Use the Navigation Buttons to move through the years' pointing to the navigation buttons; 'Clicking Search can narrow you search to specific years and pay type/category.' pointing to the search box; and 'The Summary located at the bottom of the page will display the totals for the year you have selected in the grid.' pointing to the summary box. A search window at the bottom shows 'Year From : 2013' and 'Year To : 2013'.

5. Deduction Summary

Select **Deduction Summary** under **My Compensation** to view annual & quarterly totals by Deduction Category.

The screenshot shows the 'My Compensation' tab selected in the top navigation bar. Below it, the 'Deduction Summary' sub-tab is active. A table header is visible with columns: Year, Tax Entity ID, Deduction Category, Annual Amount, First Quarter Amount, Second Quarter Amount, Third Quarter Amount, Fourth Quarter Amount, Category Cap, and Annual Cap Amount. Navigation buttons (First, Prev, Next, Last) are located below the table. A search box is positioned to the left of the table. At the bottom of the page, a summary box displays the following totals:

Total Annual Amount	: 28,701.39
Total Quarter 1 Amount	: 19,269.27
Total Quarter 2 Amount	: 9,432.12
Total Quarter 3 Amount	: 0.00
Total Quarter 4 Amount	: 0.00

Annotations include: 'Under My Compensation Tab, select Deduction Summary' pointing to the sub-tab; 'The Deduction Summary displays Annual and Quarterly Totals by Deduction Category.' pointing to the table header; 'Use the Navigation Buttons to move through the years' pointing to the navigation buttons; 'Clicking Search can narrow you search to specific years and deduction category.' pointing to the search box; and 'The Summary located at the bottom of the page will display the total for the year you have selected in the grid.' pointing to the summary box. A search window at the bottom shows 'Year From : 2013' and 'Year To : 2013'.